



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

December 9th, 2009

Hello Business Managers,

This year the Announced Tuition data will be collected using an Excel 2000 Workbook. The workbook (Announced Tuition FY2011.xls) and the instructions (Announced Tuition 2011 Instructions.pdf) are attached to this Email and will be available from our Web site at the following link http://education.vermont.gov/new/html/pgm_IT/data_collection.html. A list of recommended procedures follows.

Districts planning to increase their Announced Tuition over the current Announced Tuition must complete the data collection and return the materials to the Department of Education and districts from which the district receives tuitioned students. **Materials must be postmarked by January 15, 2010.** The due date has been moved forward by statute. We expect to receive a floppy disk with data files for all of your districts, a printed Announced Tuition form for each district with a signature, and descriptions of special education programs. Alternatively, you may send the exported files from the floppy to me via Email (David.Kelley@state.vt.us) and mail the signature pages and special education program descriptions to the Department of Education. Copies of the printed materials must be sent to districts that send tuitioned students to your schools.

Recommended procedures

1. Make a folder on the laptop hard drive for the Announced Tuition files.
2. Copy or save the Announced Tuition FY2011.xls into that folder.
3. Open the Excel file and read the introduction.
4. Click the "Next" button and after selecting an LEA ID save the excel file using a filename that will identify the LEA.
5. Complete the data collection form and save the file.
6. Create the file to send to the Department of Education by putting a floppy disk in the drive and clicking the "Make File for C drive" button on the data collection sheet. For more information see the "How to Submit" Sheet. The "Make File for C Drive" button will create a small file on the floppy disk with a filename like "T001ANT11.xls". You may include the data for more than one district on the same floppy disk. Alternatively, you can submit each small file by email to DOE-DMATData@state.vt.us. **Do not** submit the entire workbook.
7. Print the forms (using the "Print" button) to submit to the Department of Education and sending districts.
8. Repeat the procedure for each submitting district in your Supervisory Union starting with opening the blank workbook (Step 3).

NOTES:

Please see the instructions (Announced Tuition 2010 Instructions.pdf) for more information. If you have trouble getting a list box to work, try hitting enter and then clicking on the arrow.

If you do not use the laptop, the Excel workbook may appear “big” and navigation may be difficult. To correct this problem, set your screen resolution to match that of the laptop. Your laptop has a screen resolution of 1280 x 1024. You can change the resolution of your monitor using the display control panel (select Start | Settings | Control Panel | Display). Under the settings tab you will find the adjustment for desktop area. Set the new resolution and click the apply button.

If you have questions about the workbook please contact the Department of Education helpdesk at (802) 828-3777. Direct your questions regarding the data to Alex McHenry (802) 828-0477.

David Kelley
Vermont Department of Education
Data Management and Analysis Team
(802) 828-3777